

U. S. Air Force Museum School/Youth Group Reservations Request Form

PLEASE NOTE: Written requests are now required for all school and youth groups planning to visit the USAF Museum. This form is not a confirmation. It is only a group reservation request. Your request will be processed in the order it was received, and you will then receive a written confirmation and additional information within two weeks of receipt. Please see the Education Services information on our website (www.wpafb.af.mil/museum/edu/edu.htm) for a description of our programs. **ALL GROUPS MUST CONTACT THE EDUCATION DIVISION PRIOR TO VISITS. ALL FORMS MUST BE CLEARLY WRITTEN AND ALL AREAS COMPLETED. ILLEGIBLE AND INCOMPLETE FORMS WILL NOT BE PROCESSED.**

ALL GROUPS MUST COMPLETE PARTS I AND II.

Fax this form to 937-656-6360 or mail to: USAFM/MUT
1100 Spaatz St
Wright-Patterson AFB OH 45433—7102

This form must be received in the Education office at least three weeks before your first choice of dates. Special note: We will begin taking reservations for September 15, 2003—January 31, 2004 after Labor Day. Reservations for programs February 1—June 15, 2004 will begin January 5, 2004.

Part I: All groups complete

Group leader:	Ms.	Mr.		
Group name:				
Additional teacher names:				
Address:				
Street	City	State	Zip code	
Include area code with phone and fax numbers				
Telephone:		Fax:		
E-mail address:		Cell phone number:		
Number of adults		Number of students/youth		Grade level (not age)
Number of visitors:				
Additional information about the group:				

Do any of the students have special needs requiring any accommodations?

No: _____ Yes: _____ Explain: _____

Lunch arrangements (check one):

- _____ The group will be bringing their own food and eating outside in the picnic area
- _____ The group will be eating in the Museum café, using the box lunch program
- _____ The group will be eating in the Museum café, purchasing food a la carte
- _____ The group will not be eating lunch at the Museum

After receiving confirmation of the date for your visit, you may then call to reserve an IMAX® film at 937-253-IMAX. To reserve box lunches, call 937-255-2735 ext. 451.

U.S. Air Force Museum School/Youth Group Reservation Request Form

RULES AND REGULATIONS—IN ALL CASES, TEACHERS AND ADULT LEADERS ARE HELD RESPONSIBLE FOR THE CONDUCT OF THEIR GROUPS.

Groups not following these guidelines may be asked to leave the Museum.

- Young people under age 18 must be accompanied and supervised by an adult at all times.
- One adult for every ten school aged visitors is required. Please have young people divided into these groups prior to your arrival at the Museum.
- No touching, climbing on, or entering aircraft or other exhibits is permitted, unless otherwise stated.
- For safety reasons, no running is permitted.
- No loud, abusive or disruptive behavior is permitted.
- Do not go beyond roped-off areas. This applies to both inside and outside the Museum, in the Presidential Hangar, the 8th Air Force Control Tower and Nissen Hut.
- Food and drink purchased in the café must be consumed in the café.
- No other food is permitted inside the Museum.
- Picnic shelters are available outside on a first come, first served basis.
- Purchases made in the gift shop should remain in the gift shop bag. Please keep receipts with these items.
- Smoking is not permitted in the Museum. Young people caught smoking will be reported to their adult leaders.

I have read, agree to distribute, and will abide by all group instructions as listed above.

Signature

Date

Unsigned documents will not be processed.

FOR SCHOOL AND YOUTH GROUPS WISHING TO VISIT THE MUSEUM WITHOUT AN EDUCATION COMPONENT

Date of visit : Choice 1 _____ Choice 2 _____ Choice 3 _____

Arrival time: Choice 1 _____ Choice 2 _____ Choice 3 _____

Departure time: _____

U. S. Air Force Museum School/Youth Group Reservations Request Form

Part IV: To request an education program

EDUCATION PROGRAMS—CHECK WHICH PROGRAM(S) YOU ARE REQUESTING (YOU SHOULD LIST FIRST, SECOND AND THIRD CHOICES):

- **Guided Tour**—School groups only—Grades 4—12 (Mon, Tues, Wed, Thurs, Fri at 10:00 a.m.)
- **Self-guided Information Scavenger Hunt**—Grades 1—12 (available all days from 9 a.m. to 3:30 p.m.)
- **Storytime**—ages 3 to 5 (Tuesday or Wednesday at 10:00 a.m.)
- **The Holocaust: Prejudice and Memory**—Schools only—Grades 6—12 (Tues, Thurs at 10:00 a.m.)
- **Kites**—Available to schools only—Grades 4—6 (day and time flexible)
- **The Wright Brothers**—Available to schools only—Grades 4—8 (day and time flexible)
- **Fun with Flight** — Available to schools only—Grades 4—6 (day and time flexible)
- **Hot Air Balloons**—Available to schools only—Grades 4—8 (day and time flexible)
- **Toys in Space**—Available to schools only—Grades 5—6 (day and time flexible)
- **Rocketry**—Available to schools only—Grades 5—8 (day and time flexible)
- **Uncle Wiggly Wings & the Berlin Airlift**—Available to schools only—Grades 4—6 (day and time flexible)
- **Physics of Flight**—Available to schools only—Grades 7– 9 (day and time flexible)

Part V: To request
In-house programs

MUSEUM PROGRAMS — All programs listed above are available at the Museum.

List the date and program(s) you are requesting (you should list first, second and third choices):

Date of visit: Choice 1 _____ Choice 2 _____ Choice 3 _____

Time preference: Choice 1 _____ Choice 2 _____ Choice 3 _____

Program requested: Choice 1 _____
 Choice 2 _____
 Choice 3 _____

Part VI: To request outreach programs

OUTREACH PROGRAMS — LOCAL SCHOOLS ONLY: (WITHIN 25 MILES OF MUSEUM)

All programs listed above and marked with an arrow are available as outreach programs to local schools.

List the date and program(s) you are requesting (you should list first, second and third choices):

Date requested: Choice 1 _____ Choice 2 _____ Choice 3 _____

Time preference: Choice 1 _____ Choice 2 _____ Choice 3 _____

Program requested: Choice 1 _____
 Choice 2 _____
 Choice 3 _____